



Department of Energy

Oak Ridge Office
P.O. Box 2001
Oak Ridge, Tennessee 37831

September 13, 2011

SENT VIA EMAIL: jmeyer@ci.burbank.ca.us

Ms. Jeanette Meyer
City of Burbank
164 W. Magnolia Blvd.
Burbank, CA 91502

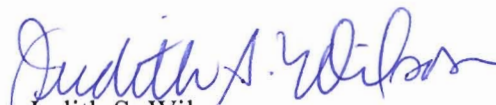
Dear Ms. Meyer:

**ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT DE-SC0001678,
CITY OF BURBANK, CALIFORNIA**

Enclosed is the Energy Efficiency and Conservation Block Grant (EECBG) On-Site Monitoring Report for the visit to your site on August 15, 2011. If corrective actions or open action items are required, please ensure responses are submitted to your grant specialist within the specified timeframe.

Thank you for hosting our visit. Should any questions arise, feel free to contact your grant specialist or technical monitor.

Sincerely,


Judith S. Wilson
Contracting Officer

Enclosure

cc:
K. Opatz, opatzkr@oro.doe.gov
J. Young, youngjcl@ornl.gov

UNITED STATES DEPARTMENT OF ENERGY



Energy Efficiency and Conservation Block Grant

**On-Site Monitoring Report
City of Burbank, CA
Grant DE-SC0001678**

**Prepared by the Monitoring Team:
Kelly Opatz
John Young III**

September 13, 2011

U.S. Department of Energy (DOE)
Energy Efficiency and Conservation Block Grant (EECBG)
On-Site Monitoring Report
For City of Burbank, CA
Grant DE-SC0001678

I. SUMMARY

The City of Burbank's EECBG three-year grant was initially awarded August 28, 2009, for the amount of \$1,103,000 and \$647,000 in cost share. The visit is mandatory because of the value of the grant.

The grantee is current on their reporting and has costed \$1,103,000 at the time of the visit. The monitoring team was pleased with the City of Burbank's administration of the grant to date which is on track to be completed within the grant period of performance. The team did not identify any corrective actions.

DOE appreciates the cooperation of the City of Burbank in performing the review.

A. Purpose of Review

The purpose of this on-site monitoring visit was to conduct a review visit in accordance with the Office of Energy Efficiency and Renewable Energy Weatherization and Intergovernmental Program Monitoring Plan and Monitoring Reference Manual for Weatherization Assistance Program, State Energy Program, and Energy Efficiency and Conservation Block Grants.

B. Process

The on-site monitoring visit was conducted on August 15, 2011, by the following DOE representatives:

- Kelly Opatz, Grant/Contract Specialist, Oak Ridge Office
- John Young III, Technical Monitor, Oak Ridge Office

Grantee representatives in attendance were:

- Jeanette Meyer, City of Burbank
- Stela Magardomyan, City of Burbank
- John Cassidy, City of Burbank
- Pete Livermore, KPRS Construction Services, Inc.
- Sheri Lasick, Sylvir Consulting

The monitoring team discussed the purpose of the visit and the on-site monitoring process. The grantee provided a description and current status of the approved activities. The following subject areas discussed and reviewed to assure that all checklist questions were appropriately addressed: financial systems and monitoring, procurement, personnel, best practices, reporting, records, and job creation.

The grantee provided copies of the following documents:

- City of Burbank Financial Policies
- Administrative Procedures
- Single Audit dated June 2010
- Change and Extra Work Order #010
- Buy American and Davis Bacon Provisions Letter to KPRS

C. Financial Review

The team confirmed that the grantee properly segregates EECBG funds from other funding sources. Several internal control procedures were discussed (e.g., purchasing, cash receipt, auditing, and disbursement) and the team did not identify any major issues. The grantee compares budgeted to actual amounts on at least a monthly basis. Our cost analyst's review of the 2010 financial report revealed adequate and detailed policies.

D. Administrative Review

The grantee follows procurement and policy procedures for the City of Burbank, which appear to comply with 10 CFR 600. The grantee has included the Davis Bacon and the Buy American Provisions, both in the change order associated with adding EECBG funding (Change order #010) and in a separate letter detailing such to the project manager from KPRS. The contractor is receiving weekly certified payrolls and conducts on-site laborer interviews at least every six weeks. The grantee was advised to keep all records for the records retention requirement of three years.

The personnel associated with grant administration are knowledgeable and enthusiastic. The recipient has not experienced any major personnel changes associated with grant administration.

E. Programmatic Review

The City of Burbank updated DOE on the status of their one approved activity, which is nearing completion.

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The City of Burbank updated DOE on the status of their one approved activity, which is nearing completion.

Water and Power Carport 147 kW Solar Photovoltaic Project budgeted for \$1,750,000 is 95% done. The entire system is installed except for ten specialty panels that have been ordered.

The grantee was most appreciative of all support received from DOE.

F. NEPA/Historic Preservation

The grantee has an excellent waste management process for assessment and verification. No NEPA or historic preservation issues were noted.

G. Site Visits

The monitoring team viewed the solar photovoltaic panels that have been installed on the parking structure at Burbank Water and Power. Once the final 10 panels are installed, the project will be 100% complete.

Solar Panels on Parking Structure



Solar Panels



Underside of Solar Panels



Solar Panels needed to finish project



II. PROMISING PRACTICES

The grantee staff has captured the intent of the Recovery Act through its prudent, diligent, and competent efforts. The grantee is reminded to submit success stories to their technical monitor if they would like to share their positive experiences with others. The City of Burbank has utilized the EECBG funding as part of a city-wide initiative to demonstrate renewable energy.

III. OPEN ACTION ITEMS

No open actions were identified.

IV. CORRECTIVE ACTIONS

No corrective actions were identified.

V. TECHNICAL ASSISTANCE

The grantee was advised of the availability of technical assistance resources.

VI. IN CLOSING

The monitoring team was impressed by the grantee's planning and execution to date as well as their enthusiasm for their chosen projects. The grantee appears to be in compliance with the grant terms and conditions including expected completion of projects within the period of performance.

VII. CERTIFICATION

The monitoring team conducted this monitoring visit in accordance with DOE standard procedures using the appropriate monitoring checklists for the purpose of forming an opinion on the general administration of the grant.

This was not an audit; therefore, all areas reviewed were examined for purposes of obtaining an initial assessment of compliance with program requirements.